



JOB DESCRIPTION

Title: **DEPUTY HUMAN RESOURCE DIRECTOR**
Department: Human Resources
Class Code: 1610
FLSA Status: Exempt
Effective Date: July 1, 2005 (Revised 12/2005)
Grade Number: 22

GENERAL PURPOSE

Under general supervision of the Director of Human Resources performs a wide variety of professional human resource services which may include classification/compensation plans, benefits administration, employee relations, health and safety.

EXAMPLE OF DUTIES

- *-- Assists Department/Division Heads in defining selection criteria and conducting T&E ratings. Assists departments with organizing exams, tests, and assessment centers.
- *-- Assists with administration of the classification and compensation plan, including updating job descriptions, classifying and reclassifying positions and conducting salary surveys, to include Wasatch Compensation/Technology Net custom reports; represents the City at annual Wasatch Compensation Group meetings.
- *-- Responsible for a comprehensive employee personnel records system for all employees, regardless of category of employment, including insurance/benefit forms; provides other monthly status reports and administrative functions related to the Civil Service Commission.
- *-- Advises employees and distributes information regarding benefits, policies and procedures; provides assistance and staff support to departments/divisions as requested; answers public inquiries concerning job openings, and general information.
- *-- Researches, develops and administers citywide insurance plans, (i.e. medical, dental, life, LTC, LTD); coordinates annual open enrollment/benefits fair and provides payroll and our insurance carriers with adds, deletes, etc. in a timely fashion; works with retirees to ensure a smooth transition and conversion of benefits; represents the City on the PEHP Local Government's Risk Pool steering committee; reviews and interprets PEHP summary reports regarding health and dental plan usage, loss ratios, and other financial information.

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- *-- Acts as administrator for the Performance Pro employee evaluation program; answers technical questions, and updates employee information in the system.
- *-- Conducts new employee orientation; administers IRS 125 plan, State Retirement 401(k)/457 plans, ICMA Retirement Plan, VantageCare Retirement Health Savings Plan, At-Will, Appointed 457 Insurance Plan, employee benefit statements, FMLA/LOA's, tuition assistance, service awards, safety awards, and unemployment.
- *-- Assists the Director in coordinating, developing and presenting human resource related training programs to management and employees.
- *-- Works with the Director on resolving difficult employee relations matters, to include discipline/discharge and grievance/appeal procedures.
- *-- Responsible for employee medical files, coordinates employee physicals and drug tests; provides administrative support to Safety/Health Manager to include taking minutes of monthly safety committee meeting and various other reports, etc.
- *-- Acts as the Employee Transportation Coordinator recognized by UTA/Rideshare which includes administering and promoting the Alternate Transportation Program, and providing employees with information regarding alternate forms of transportation.
- *-- Responsible for ordering department supplies, purchase orders, check requests and reconciliation and payment of bills.
- *-- Assists in the implementation and application of new and existing personnel policy.
- *-- Assists in conducting human resource policy and program research and development projects, including developing research format, collecting data, formulating results, composing and typing various research reports, and employee handbook updates.
- *-- Attends human resource related seminars and conferences, and reads industry journals and magazines to keep current on trends and legal requirements.
- *-- Takes action during Director's absence and uses initiative and judgment to see that human resource matters requiring attention are handled in a manner so as to minimize the effect of the Director's absence; attends Mayor's staff meeting in the absence of the Director.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from an accredited college or university with a bachelor's degree in human resources, psychology, business administration or related field, plus four (4) years of responsible human resource related experience or equivalent combination of education and/or experience.

Necessary Knowledge, Skills and Abilities

- Knowledge of regulatory and professional guidelines; understands and is able to apply professional guidance and regulations (federal, state, local) to problems of selection, system development and implementation.
- Knowledge of research methods and policy formulation; knowledge of insurance benefits, public pay administration, position classification, and salary surveying; knowledge of personnel selection, validation, performance appraisal, and affirmative action; knowledge of merit principles and systems.
- Ability to appropriately plan and organize; administer and prioritize; monitor and evaluate the work flow of projects and activities.
- Ability to communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; apply general principles effectively to specific conditions.
- Resistance to stress. Ability to maintain composure and communicate effectively under stress; ability to perform effectively under competing and/or conflicting demands on time and self; skill and tact in dealing with others.
- Ability to work with minimal supervision and take initiative in pursuing departmental responsibilities. Ability to perform moderately complex research work. Ability to formulate and write personnel policy.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, database and spreadsheet software; typewriter, calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.